

~~SECRET~~

DD/S 59-2287

6618965

12 May 1959

MEMORANDUM FOR: General Counsel

✓ Comptroller

Director of Communications ✓

Director of Logistics

Director of Personnel

Director of Security ✓

Director of Training

Chief, Audit Staff ✓

Chief, Commercial Staff ✓

Chief, Management Staff ✓

Chief, Medical Staff

SUBJECT : Approving Officers

REFERENCE : Regulation No. [REDACTED] "Custody and Control of Funds, Approving Officers"

25X1A

1. A review of the current method of designating Approving Officers within the Support offices indicates that a revised procedure is needed to prevent unsound practices from developing. The fundamental principle underlying the delegation of authority to approve financial transactions is that this approving function is a supervisory responsibility and will only be performed in relation to personnel or activities under the supervision and direction of the Approving Officer.

2. In accordance with the referenced regulation, it will be the policy of this office to designate as Approving Officers only Office Heads and Staff Chiefs and their Deputies, Chiefs of Divisions and their Deputies, and Chiefs of Support of Offices and Staffs. Chiefs of Support shall only approve financial transactions pertaining to personnel or activities under their direct supervision, or such other general administrative-type transactions as may be formally placed under their technical responsibility by the Office Head or Staff Chief concerned.

DOC	7	REV DATE	13 0581	BY	029725
ORIG COMP	5	OPI	38	TYPE	01
ORIG CLASS	5	PAGES	2	REV CLASS	4
JUST	22	NEXT REV	2011	AUTH	HR 10-2

~~SECRET~~

See Deputy Chief
Fiscal Division
1/26/60

~~SECRET~~

3. It is requested that each addressee submit in memorandum form a revised listing by name and title of those officials within their components whom they wish to have designated as Approving Officers. The memorandum should be addressed in duplicate to the Comptroller, be signed by the Office Head or Staff Chief concerned or his Deputy, and should include a specimen signature of each nominee. The memorandum should be routed to the Executive Assistant to the Deputy Director (Support), Mr. [REDACTED] for approval and forwarding to the Comptroller. Future additions to and deletions from this revised list will be handled similarly.

25X1A9a

4. Existing designations inconsistent with the above will be rescinded.

[REDACTED]
H. Gates Lloyd
Acting Deputy Director
(Support)

25X1A

Memo dtd 2 Jun 1959 to RDPs from Comptroller subj: Approving Officers - (Compt, Deputy Comptroller, and Chiefs and Deputies of Divisions). Original - C/Finance and cc to C/Fiscal 6/11/59.

~~SECRET~~